



GOVERNOR'S COUNCIL FOR WORKFORCE
AND ECONOMIC DEVELOPMENT

EDUCATION. ECONOMIC DEVELOPMENT. EMPLOYMENT.

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**Governor's Council for Workforce and Economic Development
BYLAWS
for
"Oklahoma Workforce Youth Council"**

Table of Contents

Article I	Organization
Article II	Purpose
Article III	Membership
Article IV	Structure
Article V	Procedures
Article VI	Communications
Article VII	Conflict of Interest
Article VIII	Amendment of Bylaws

ARTICLE I ORGANIZATION

Section 1.01 Name The name of the organization shall be the Governor's Council for Workforce and Economic Development **Oklahoma Workforce Youth Council** hereafter known as the **Workforce Youth Council**.

Section 1.02 Area Served The Workforce Youth Council shall serve the State of Oklahoma Youth and the Workforce Investment Areas and Local Labor Markets therein and is a sub group of the Governor's Council for Workforce and Economic Development.
The Governor' Council established the Workforce Youth Council to address youth workforce issues.

Section 1.03 Legal Authority for State Council Senate Bill 1734 passed by Oklahoma's 50th legislature, in accordance with Section 111 of the Workforce Investment Act of 1998 establishes the State council as an advisory body to the Governor on workforce and economic development issues including youth.

ARTICLE II PURPOSE

Section 2.01 Responsibilities of the Workforce Youth Council To recommend an Oklahoma workforce strategy for youth that aligns with youth initiatives and provides common solutions that coordinate with the state's economic goals building wealth creation for all Oklahomans. The Workforce Youth Council shall utilize staff (Workforce Solutions Staff Team) to facilitate an aggressive agenda that focuses resources from Oklahoma's Employment, Education, and Economic Development communities to secure statewide economic growth.

ARTICLE III MEMBERSHIP

The Workforce Youth Council will consist of various state agency representatives, juvenile court judges, non-profit groups specializing in youth issues, private sector representatives, and youth participants in various state and federal programs.

Section 3.01 Membership Members of the Workforce Youth Council representing organizations, agencies, or other entities shall be individuals with authority within their organizations, agencies or entities. In order to provide the Governor's Council with wide-range perspective on workforce youth policy

issues, the members of the State Council shall represent diverse regions of Oklahoma.

A majority of the members of the State Youth Council shall be representatives described in Bylaws 3.02 (C).

Section 3.02 Term Structure The Governor's Council Chair will establish indefinite terms in addition, any Workforce Youth Council member may be removed, either with or without cause, by the decision of the Governor's Council Chair and of the Workforce Youth Council majority.

The Workforce Youth Council shall be comprised of:

- A. Private Sector representatives, who are interested in molding the emerging workforce
- B. Consumers, including youth between the ages of 10 to 24
- C. Members juvenile justice programs in Oklahoma.
- :D. State Agencies providing youth related services
- E Non Profit Youth Service Providers
- F. Representatives of faith based organizations that have experience with respect to youth activities;
- G Such other representatives and State agency officials as the Governor's council may designate,

ARTICLE IV STRUCTURE

Section 4.01 Workforce Youth Council Co-Chairs **The Governor's Council Chair shall designate the Co-Chairs (1) from the business representatives and (1) from education representatives of the State Council. The Co-Chairs shall serve at the discretion of the Governor's Council Chair.**

Section 4.02 Committees There shall be one standing committees, the Executive Committee,

- A. Executive Committee - The Executive Committee is comprised of the Deputy Secretary for Workforce Development at the Oklahoma Department of Commerce, the Youth Council Co-Chairs, and the Chair

from each of the youth council teams. The Executive Committee shall act in place of the Workforce Youth Council only when necessary and with subsequent full board review, action, and ratification. This committee is governed by the Open Meetings Act. It shall convey to the Governor's Council recommendations posed by the Workforce Youth Council, prepare the agenda for the Workforce Youth Council meetings, approve the direction of the Strategic Plan, develop the areas for tasks required for committees as required, appoint Teams and Chairs, respond to the needs of the Workforce Youth Council and its Workforce Youth Council members, and make member decisions and recommendations.

Section 4.03 Teams All preliminary work in the preparation of matters for Youth Council action shall be performed by committees or Teams. In general, Teams are formed to carry out the mission and vision, and to meet the goals as outlined in the Workforce Youth Council Strategic Plan in conjunction with the Governor's Council for Workforce and Economic Development strategic plan..

All Workforce Youth Council Members are expected to take an active role in at least one State Council committee or Team.

ARTICLE V PROCEDURES

Section 5.01 Meetings The Workforce Youth Council shall ratify all business it conducts and recommendations it makes through votes at Workforce Youth Council meetings.

- A. The purpose of Workforce Youth Council meetings is strategic discussion and decision-making. Information exchange is to be handled through committee/Team meetings and pre-meeting materials. No materials are to be distributed during a State Council meeting for action at that State Council meeting.
- B. The Workforce Youth Council shall schedule quarterly meetings. Meetings may be cancelled for lack of business action items or for lack of a quorum.
- C. A quorum exists when at least 2/3rds of the members present declare a quorum is present.
- D. It is expected that Workforce Youth Council members attend and participate in every Workforce Youth Council meeting.

Section 5.02 Major Issues Major issues are to be screened by the Executive Committee and assigned to a committee/Team for appropriate action and recommendations.

Section 5.03 Recommendations to the Governor's Council

- A. The Workforce Youth Council shall work towards and promote unity.
- B. The Workforce Youth Council will formally vote on all recommendations to the Governor's Council. Each recommendation will be accompanied by a majority report and, as deemed appropriate by the Co-Chairs, a minority report.

Section 5.04 Member Replacement Policy If a member has two unexcused absences in a twelve (12) month period, the Workforce Youth Council Executive Committee shall recommend to the Governor's Council Chair that a request be made to replace that individual.. Absences may be excused by the Workforce Youth Council Co-chairs.

Section 5.05 Voting Rights Each member of the Workforce Youth Council shall be entitled to one vote. Any act of a majority of the members present at a Workforce Youth Council meeting when a quorum is established shall constitute an official act of the State Council. The Workforce Youth Council feels it is the fundamental right that a vote is limited to the members of the Council who are actually present at the time the vote is taken in a regularly scheduled meeting, therefore proxy voting is prohibited.

Section 5.06 Public Nature of Meetings All Youth Council meetings shall be open.

Section 5.07 Conduct The rules contained in Robert's Rules of Order, latest edition, will be used as a model to govern the proceedings of the Workforce Youth Council and its committees in all cases in which they are applicable and in which they are not inconsistent with the Bylaws of the Workforce Youth Council.

ARTICLE VI COMMUNICATIONS

Section 6.01 Minutes of the Meeting A record shall be made of meetings of the Workforce Youth Council in accordance with the requirements of the Oklahoma Open Meetings Act. Staff will submit draft minutes to the Workforce Youth Council Co-Chairs for recommendation for approval within seven days. Drafts of the meeting minutes are to be posted on the website www.okcommerce.gov within ten days, complete with action items, assigned responsible parties and due dates with e-mail notification of posting to members. Minutes are then

presented at the next Workforce Youth Council meeting for full Workforce Youth Council approval.

Section 6.02 Routine Communication Communication with **Workforce Youth Council Members shall be primarily by electronic mail.**

Section 6.03 Meeting Packets Packets consisting of a tentative agenda and information that should be reviewed prior to a Stat Youth Council meeting, will be distributed seven days prior to the date of the Workforce Youth Council meeting. **Distribution will be by electronic mail unless the volume of mail prohibits.**

Section 6.04 Notice of Meetings Notice of Workforce Youth Council and/or State Youth Council Team meetings will be posted to the Website [<www.okcommerce.gov>](http://www.okcommerce.gov) **and communicated to the Workforce Youth Council via electronic mail.**

Section 6.05 Committee Reports Committee Chairs will submit written information to be included in the packets to staff at least ten days prior to the State Council meeting. Staff (**Workforce Solutions Staff Team**) will work with Committee and Committee Chairs to ensure their reports are accurate and complete.

Section 6.06 Request to Establish Committees Any member may submit a request to the Workforce Youth Council Co-Chairs. The committee will address the issue or assign it to a State Youth Council taskforce or Workforce Youth Council staff at the discretion of the Committee Chair. It is recommended this be done by written memoranda,

Section 6.07 Staff Requests Chairs of Workforce Youth Council Committees may request Staff to issue information to committees, taskforces or to the State Council. Staff (Workforce Solutions Staff Team) will be assigned to each standing committee or Team to ensure minutes are taken and to be available for facilitation, research and technical assistance.

Section 6.08 Media Communications Any information to be disseminated in the name of the Workforce Youth Council must be approved by the Workforce Youth Council Co-Chairs

ARTICLE VII CONFLICT OF INTEREST

Section 7.01 Conflict of Interest Workforce Youth Council members may not:

- A. Vote on a matter under consideration by the State Youth Council regarding the provision of services by such member (or by an entity

that such member represents) or

- B. Vote on a matter under consideration by the Workforce Youth Council that would provide direct financial benefit to such member or the immediate family of such member or
- C. Engage in any other activity determined by the Workforce Youth Council to constitute a conflict of interest as specified in the State strategic workforce development plan.

Section 7.02 Code of Conduct The conflict of interest article of these bylaws sets forth standards governing the performance of members of the Workforce Youth Council and officers, employees, and agents of the State Youth Council who are engaged in the award and administration of contracts and purchases.

Section 7.03 Declaration of Possible Conflicts Workforce Youth Council members must declare, on the record, possible conflicts of interest when:

- A. The member or immediate family member is a volunteer board member of a non-profit bidding organization.
- B. The member is voting on an indirect affirmation of a contract relationship.

For the purpose of Article VII, “immediate family members” include the spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

ARTICLE VIII AMENDMENT OF BYLAWS

Section 8.01 Procedure The Workforce Youth Council Bylaws may be amended at a Workforce Youth Council meeting by the affirmative vote of two-thirds of the Workforce Youth Council members present and voting at a Workforce Youth Council meeting where a quorum is present, provided that the proposed amendment was submitted in writing to Workforce Youth Council members for their review at least seven business days prior to such Workforce Youth Council Meeting.

Section 8.02 Effective Date Amendments to the Bylaws shall be adopted by Workforce Youth Council vote. The approved Amendments shall then be submitted for the approval of the Governor's Council for Workforce and Economic Development. The Amendments shall be effective immediately upon adoption by

the Governor's Council for Workforce and Economic Development, unless specified otherwise.

End of Workforce Youth Council Bylaws. 01-24-14